

BAY AREA AIR QUALITY MANAGEMENT DISTRICT SUPPLEMENTAL APPLICATION

ADMINISTRATIVE ANALYST

Finance Section, Administration & Incentives Division

OPEN: September 16, 2008

CLOSE: October 3, 2008

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application and a chronological resume no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement.

Instructions: Please respond to each of the questions below. Please limit your responses to one page per question. This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. **Please do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.**

Please be advised that the information you provide will be evaluated **as is** and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your governmental budget preparation and budget allocation experience. Include the organization where you gained your experience, your role in the organization, your job title, length of time in years/months, and a brief but complete description of your duties and responsibilities.
2. Please describe your experience in accounting. Include the organization where you gained your experience, your role in the organization, your job title, length of time in years/months, and a brief but complete description of your duties and responsibilities.
3. Please describe your experience level (beginner, intermediate or advanced) with Microsoft Excel and Access software and VBA. Include a description of the applications and any documents that you created. Include the organization where you gained this experience.

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: _____

DATE: _____